

# SS. Peter & Paul Cathedral Wedding Request Form

To confirm your wedding date in the cathedral/chapel, please call Diana Hay in the parish office (317.634.4519) to make an appointment to return this form and a check payable to SS. Peter & Paul Cathedral. Effective January 1, 2015, the fee for the cathedral is \$1,800 and for the chapel is \$1,300. In the event that your wedding plans change and you cancel your wedding date, we will retain \$550 and the difference will be refunded to you immediately. **Please print clearly**

## **BRIDE**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Your Home Parish and Pastor \_\_\_\_\_

## **GROOM**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Your Home Parish and Pastor \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Mass Y or N

Who will officiate? \_\_\_\_\_ Parish \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Who will do your Marriage Prep? \_\_\_\_\_ Parish \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

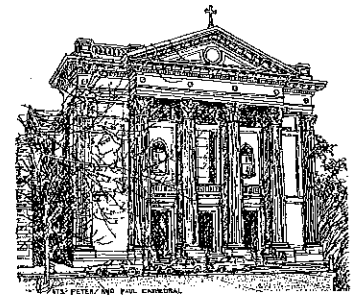
Ceremony in Cathedral \_\_\_\_\_ Chapel \_\_\_\_\_ Number of expected guests at wedding \_\_\_\_\_

***We acknowledge receipt of the Wedding Guidelines and have read and fully understand the information.***

**BRIDE** \_\_\_\_\_ Date \_\_\_\_\_

**GROOM** \_\_\_\_\_ Date \_\_\_\_\_

**SAINTS PETER & PAUL  
ROMAN CATHOLIC CATHEDRAL**  
Serving Greater Indianapolis Since 1892



Dear Father

\_\_\_\_\_ and \_\_\_\_\_ are seeking to reserve SS. Peter and Paul Cathedral/Blessed Sacrament Chapel as the place for their wedding. They are asking that you officiate at their wedding liturgy. We hope that you will be able to do so.

If you decide to officiate at the wedding, it is generally assumed that you will prepare the liturgy and its details with the couple. See the attached checklist.

As the one officiating, please complete the attached "Agreement of the Officiating Priest" form and return it immediately. As you are doing so, please be aware of the following points.

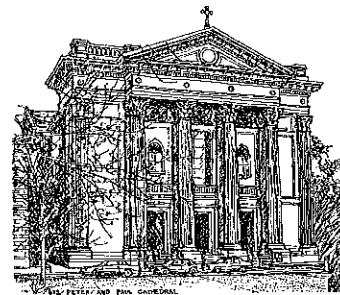
- The completion of all necessary paperwork is your responsibility, even if you find it necessary to delegate to another priest. Please mail all the papers **NO LATER THAN TWO MONTHS** prior to the date of the wedding. *The paperwork should include:*
  - Preparation for Marriage form (Archdiocese of Indianapolis), or its equivalent from your diocese.
  - For the Catholic party, a recently (< 6 months prior to the wedding date) issued baptismal certificate with notations.
  - For a validly baptized Christian, either a certificate of baptism from the church in which he/she was baptized, or a letter of testimony from the church.
  - Any necessary Permission, Dispensation, Freedom to Marry (Lack of Canonical Form), or other documents which show freedom to marry (i.e., statements of nullity).
- When the paperwork comes from outside the Archdiocese of Indianapolis, it first must be released through the proper channel and forwarded to Very Rev. Joseph L. Newton, Archdiocese of Indianapolis, P.O. Box 1410, Indianapolis, IN 46206.

Finally, please make the couple aware that a Marriage License issued by the State of Indiana must be presented to the wedding hostess of SS. Peter and Paul Cathedral on the night of the rehearsal.

If you have any questions about any of the above, please feel free to call us at (317) 634-4519, or e-mail either one of us at [pbeidelman@archindy.org](mailto:pbeidelman@archindy.org) or [diana@ssppc.org](mailto:diana@ssppc.org). Thank you for your ministry and assistance in this celebration of marriage.

Sincerely,  
Very Rev. Patrick J. Beidelman, Rector  
Diana Hay, Executive Assistant

**SAINTS PETER & PAUL  
ROMAN CATHOLIC CATHEDRAL**  
Serving Greater Indianapolis Since 1892



**AGREEMENT OF THE OFFICIATING PRIEST**

\_\_\_\_\_ and \_\_\_\_\_

have asked me to witness their marriage at SS. Peter and Paul Cathedral/Blessed Sacrament

Chapel on \_\_\_\_\_ at \_\_\_\_\_

and to be present and direct the rehearsal scheduled for \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_.

I agree to be responsible for:

1. The assessment of their readiness for marriage in the Church.
2. Providing information about options of Marriage Preparation Programs that are in accord with the Marriage Preparation Guidelines of the Archdiocese of Indiana.  
(See <http://www.archindy.org/plfl/marriage-policies.html>)
3. Discussing with them the spirituality and sacramentality of marriage, prayer, and the requirements of intention and consent for the sacrament of Marriage.
4. Completing the necessary paperwork and documentation for delivery to SS. Peter & Paul Cathedral not later than two months before the wedding.
5. Being present and directing the rehearsal with the assistance of a wedding host/hostess provided by SS. Peter and Paul Cathedral.
6. Witnessing the marriage and celebrating the wedding liturgy.
7. If from a different diocese "please provide a letter of good standing from your ordinary or religious superior. Also include verification that you have completed a program for child protection in accord with the Dallas Charter."

(Parish Seal)

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

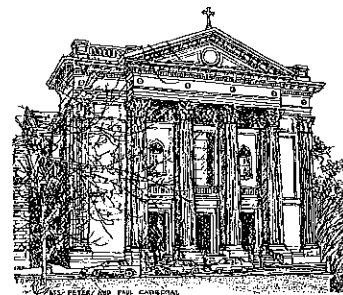
\_\_\_\_\_

Return to SS. Peter & Paul Cathedral, 1347 N. Meridian Street, Indianapolis, IN 46202

1347 North Meridian Street  
Indianapolis, IN 46202  
[www.ssppc.org](http://www.ssppc.org)

317-634-4519  
Fax 317-630-9621  
[info@ssppc.org](mailto:info@ssppc.org)

**SAINTS PETER & PAUL  
ROMAN CATHOLIC CATHEDRAL**  
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**AGREEMENT OF PRIEST/DEACON CONCERNING MARRIAGE PREPARATION**  
**(for those doing Marriage Prep outside of the Archdiocese of Indianapolis)**

\_\_\_\_\_ and \_\_\_\_\_

have asked me to assist them in their marriage preparation for a marriage taking place at SS. Peter and

Paul Cathedral/Blessed Sacrament Chapel on \_\_\_\_\_

at \_\_\_\_\_.

I agree to be responsible for:

1. The assessment of their readiness for marriage in the Church.
2. Providing information about options of Marriage Preparation Programs that are in accord with the Marriage Preparation Guidelines of the Archdiocese of Indianapolis or of the diocese of the undersigned.  
(See <http://www.archindy.org/plfl/marriage-policies.html>)
3. Discussing with them the spirituality and sacramentality of marriage, prayer, and the requirements of intention and consent for the sacrament of Marriage.
4. Completing the necessary paperwork and documentation for delivery to SS. Peter & Paul Cathedral via the Archdiocese of Indianapolis not later than two months before the wedding.

It is my understanding that \_\_\_\_\_ from the parish of

\_\_\_\_\_ in the city of \_\_\_\_\_

and state of \_\_\_\_\_ will officiate at their wedding.

(Parish Seal)

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Address: \_\_\_\_\_

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1347 North Meridian Street  
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## **Presider's Checklist for Liturgy Preparation**

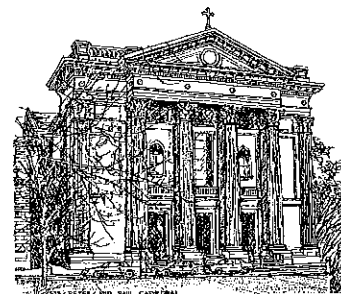
### **Weddings at SS. Peter and Paul Cathedral / Blessed Sacrament Chapel**

- Prayers Chosen
- Vows / Rings Blessing Chosen
- General Intercessions Chosen / Edited / Copied
- Unity Candle / No Unity Candle decided
- Other cultural customs decided
- Marian Devotion – after Prayer after Communion (Mass)
- Marian Devotion – after Nuptial Blessing (Outside of Mass)
- All Ministries Assigned
  - ❖ Lector #1
  - ❖ Lector #2
  - ❖ General Intercession Leader (if not cantor)
  - ❖ Gifts brought forward (if Mass)
  - ❖ Extraordinary Ministers of Holy Communion (if Mass)\*
  - ❖ Server(s) (if Mass)

\* It is the custom at SS. Peter and Paul Cathedral that Communion Under Both Kinds be offered. Only for grave pastoral reason should this be omitted.

# SAINTS PETER & PAUL ROMAN CATHOLIC CATHEDRAL

Serving Greater Indianapolis Since 1892



## WEDDINGS AT THE CATHEDRAL

### WELCOME

Welcome to you, the bride and groom, your wedding party and guests to the cathedral, the central church of the Archdiocese of Indianapolis. Our wish for you is that the cathedral will provide the simple elegance of environment and the sacred atmosphere to make the beginning of your marriage, the wedding as liturgy, a profound memory and the start of a long, joyful and spiritual journey together. With this in mind, we offer the following as guidelines, reminders and policies.

### THE DESIGN OF THIS PACKET

This packet is designed so that you can 1) plan completely and appropriately for each aspect of the wedding liturgy; 2) be aware of the needs of the cathedral and the guidelines mailed to the various vendor-participant/principals in your wedding. Please go over each sheet carefully; take them with you when planning. You will want to monitor the responsibilities of all those principals involved in your wedding day.

### THE FORMS TO BE RETURNED

Included is a wedding request form that we would like you to fill out and return to the Cathedral Executive Assistant. Also, include a check to cover the offering required for your use of the cathedral church (\$1,800) or chapel (\$1,300). *We ask that you contact us if your plans for a wedding at the cathedral/chapel change so we can open the date for other couples' weddings.*

In addition, you will find a letter and form you are to give to the priest you have asked to officiate at the wedding. He should complete the "Agreement of the Officiating Priest" form and return to us immediately. *Be aware that he is being asked to complete the pre-marriage paperwork so that we have it on file a full two months prior to the date of the wedding.*

### FOLLOW-UP: THE WEDDING HOST/HOUSTESS

When we receive your wedding request form and check, we will assign a wedding hostess to assist you here at the cathedral/chapel. She will call or write you, then try to be available to you for any questions you might have that are not covered in this packet. She should be given details for the set-up needed for your wedding at least 30 days prior to the date. She will be present at your wedding and rehearsal.

### THE MARRIAGE PREPARATION PROGRAM

Preparation programs designed to help couples understand the permanency and Christian character of their commitment are available through your home parish. Contact your priest at least six months before the desired wedding date. Your dialogue and discernment with him are a part of an Archdiocesan policy, which assures you sufficient preparation prior to marriage.

1347 North Meridian Street  
Indianapolis, IN 46202  
www.ssppc.org

317-634-4519  
Fax 317-630-9621  
info@ssppc.org

08/29/19

## ON MAKING YOUR ARRANGEMENTS

1. Set the date well in advance. We ask you to set it at least six months prior to your wedding. Make sure you set the rehearsal date as well. The time for both is determined by the availability of the space. Saturday afternoon weddings must be scheduled no later than 2:00 p.m. in the cathedral and in the chapel. The parish Saturday evening Mass begins at 5:00 pm. Because of our schedule, we ask that everyone be out of the chapel and the cathedral no later than 4:00 pm. ***Generally, you will be able to arrive the day of your wedding when your wedding hostess arrives but no earlier than two (2) hours prior to the ceremony.***
2. You are asked to provide your own priest to celebrate the marriage. He will be given a letter of delegation to preside at the ceremony from the cathedral pastor. This written delegation between the two is essential for the validity of your marriage. The letter will be mailed to your priest presider approximately two months prior to the wedding. Please notify the rectory office if you change priests prior to the ceremony.
3. In order for church records to be updated, complete pre-marriage paperwork, including certificates of baptism, are to be submitted by the presiding priest two months prior to the ceremony.
4. Weddings are scheduled no later than the following afternoon times:

Cathedral Church	2:00 p.m.
Chapel	2:00 p.m.

**\*\*A Saturday evening wedding (outside of Mass) may be scheduled only for 7:30 p.m. in either the cathedral or chapel.**

## Final Remarks

In closing, the following individuals are able to assist you at the Cathedral:

Executive Assistant/Cathedral Events Coordinator: Diana M. Hay

Director of Music: Andrew Motyka

Also welcoming you to SS. Peter & Paul Cathedral include:

Rector: Very Reverend Patrick J. Beidelman

And especially Archbishop Charles C. Thompson

God bless you.

Sincerely,



Diana M. Hay

Executive Assistant/Cathedral Events Coordinator

SS. Peter and Paul Cathedral

## WEDDING AS LITURGY

"Liturgy" is a somewhat unfamiliar word to many. It is an ancient word whose meaning is best translated "the work of the people." When applied to prayer and worship, "liturgy" attempts to describe the ritual actions, words, and gestures of the people gathered for prayer and worship of God.

Weddings in the Catholic Church are "liturgy." That is, they are the prayer and worship of the people gathered. Whether the wedding in a catholic church is "with Mass" - i.e., a "eucharistic liturgy"; or "without Mass" - i.e. the "wedding liturgy"; both are the prayerful, worshipful work of those gathered.

Thus, when planning your wedding liturgy with and through your presiding priest and other ministers (e.g., musician), keep in mind that what you are planning is **FIRST AND FOREMOST** prayer and worship which should involve full, conscious and active participation of all gathered.

## HOSPITALITY IN MAKING CHOICES

Keeping in mind that the wedding is liturgy, it is very important to make choices of prayers, scripture, hymns/responses/acclamations, processions, postures, the place of bride and groom (as well as attendants), etc. which are HOSPITABLE.

Hospitable basically means "welcoming." Those who are hospitable recognize the needs of those that have come and make efforts to attend to those needs.

When people gather for prayer and worship, to be hospitable means to make choices, which engage and invite the people to prayer and worship. For example, at a wedding:

- ❖ People who are in prayer and worship need to be able to HEAR and to SEE (through the sound system, good speaker preparation, plants, candles, and the like placed so as not to obstruct the assembly's view or the movement in the sanctuary or aisle, etc);
- ❖ They need to be able to WITNESS the vows (i.e., have the bride and groom appropriately located so that they can be seen and the vows can be heard);
- ❖ They need to feel welcome by the congregational music chosen (familiar, appropriate to the occasion, singable for the assembly);
- ❖ They need to be "cued" by the presider (through simple hand gestures and words) when to stand, sit, or face a particular way;
- ❖ They need to be able to understand the readings being read and the prayers being offered (i.e., those asked to do these should be capable readers and practiced);
- ❖ The musicians need to be familiar with Roman Catholic liturgy so that their planning, preparation, and leading help people to worship together;
- ❖ They need to be greeted and welcomed not only by the ushers, but also by family, friends, and the presider;
- ❖ They need to be encouraged by the presider to participate as fully as they are comfortable;
- ❖ They need to know that they are welcome.

Thus, as all aspects of a wedding celebration, the liturgy itself should be hospitable.



## INVOLVEMENT OF OTHERS IN THE MINISTRIES AT THE LITURGY

Besides the customary "roles" of a wedding party (i.e. bride, groom, attendants, flower girl/ring bearer\*, parents, ushers, etc.), there are specific ministry roles individuals can perform. The presider is not the only leader of prayer and worship at a wedding. There are other ministries, which can be and are best carried out by members of the wedding party, family, or friends from the wedding party. They include:

- ❖ **lectors/readers**
- ❖ **leaders of prayers of faithful**
- ❖ **greeters (in addition to the ushers)**
- ❖ **servers\*\* (Mass only)**
- ❖ **gift bearers (Mass only)**
- ❖ **Eucharistic Ministers of Holy Communion (Mass only)**

In addition, sometimes there are well-qualified and willing vocalists and other musicians who could be a part of the liturgical music.

Finally, but by no means last, there are all the members of the wedding party! For you see, what leadership in focus and participation (singing, responding, listening, greeting) the wedding party itself provides, encourages and gives permission to those who have gathered for the wedding liturgy. In this way, therefore, the assembled guests become the "assembly", ministering one to another and to those who are ministering in special fashions noted above.

*\*Please note: when choosing children to be a flower girl or ring bearer, they should be at least five (5) years old or older. \*\*When choosing servers, they should be no younger than fifth (5th) grade level, girls or boys, and preferably experienced. They may also be adults.*

## USING THE CATHEDRAL BUILDING

As the mother Church of all Catholics within the Archdiocese, the cathedral is a place where you can feel at home. Needless to say, all persons involved in your wedding need to be encouraged by you and the presiding priest that the cathedral is a place of prayer and worship for God's people. Consequently, the following guidelines have been implemented to assist you in planning:

1. THE BRIDES ROOM - Not very fancy, but very functional; it is located on the gallery level south side which has been set aside for the bride and her bridesmaids. It has a long mirror, places to hang garments, a restroom, and a few chairs. If you have more than three (3) in your party, there is a room below this that can be used as well.

The elevator can take you up to the gallery level. However, those of you who do not want the groom to see you before the wedding will be warned that you will need to cross over the gallery to get to the elevator! The other alternative is to come down the "hidden" staircase. However, some make their entrance to the church by the way of the stairs that lead from the gallery to the nave.

There is no preparation room for the groom or the groomsmen. They are expected to come ready for the ceremony. (The sacristy is not a men's dressing room.) No one is to come to prepare for the wedding any earlier than two (2) hours before the wedding.

2. CATHEDRAL FURNITURE - Enclosed, you will find a floor plan of the furniture and seating arrangement. This is the normal set-up for the cathedral. The front section will hold approximately 336 people (14 rows with 12 chairs each). The back section will hold approximately 264 people (11 rows with 12 chairs each). If more seating is needed for additional guests, please notify your hostess or the Events Coordinator. The chairs may not be moved or rearranged by anyone other than the cathedral staff. Chairs will not be added just to form an aisle. Chairs will not be taken away to widen the aisle.

The altar, ambo, floor standing candles and the archbishop's chair may not be moved or have any decorations attached. A table is provided for unity or "wedding" candles. Inform your hostess if you need a guestbook stand or kneelers. (You will need to discuss the use of kneelers with the presiding priest well before the rehearsal.)

3. CHAPEL FURNITURE - The chapel has seating for 68 people (2 to each of the 34 pews). You should plan for no more than 73 guests (which includes the bride, groom, presider, 2 attendants) when considering the chapel. Because of fire regulations, additional chairs cannot be added.

4. CANDLES - A Unity Candle is your option and responsibility. They are often provided by florists or specially made by candlemakers. Please purchase dripless candles for the two small tapers. You are welcome to light any other candles out in the cathedral. If you want a candlelight ceremony, however, you must notify your florist, photographer, and videographer, as well as the hostess. Floor standing candles are necessary since the cathedral does not have standard pews.

5. LITURGICAL DECORATIONS - **ANY LITURGICAL DECORATIONS (PLANTS, BANNERS, ALTAR CLOTH, ETC.) ALREADY PRESENT ON THE ALTAR PENINSULA OR IN THE NAVE OF THE CATHEDRAL MAY NOT BE DISTURBED IN ANY WAY.**

6. RICE & MISCELLANEOUS DECORATIVES - Bird seed, rice and any other confetti-like substance may not be thrown on the cathedral property. Although this "fertility custom" is a tradition, it is also a time consumer for the maintenance staff to clean. Please advise all guests of this policy before the wedding date.

To replace the rice custom, some couples have balloons released outside as they depart from the church. We only ask that the balloons be delivered already inflated and that they are never brought into the nave of the cathedral. If one should get loose, it would stay up on the ceiling since we are unable to retrieve it from that height.

7. PARKING - There is limited parking behind the cathedral which is accessible from Pennsylvania Street. There is also on the street parking on the streets surrounding the cathedral.

8. CONCERNING THE HANDICAPPED - The cathedral is equipped with an entrance for the handicapped and an elevator just off Meridian Street near the rectory. Look for the symbol on the sign. Please inform the hostess about your handicapped guests. Removing two chairs on an aisle easily accommodates wheelchairs. A wheelchair is available if needed.

9. POST-CEREMONY - To insure that nothing is left at the cathedral, assign someone the responsibility to collect all your belongings afterward, especially in the sacristy, the bride's room and the vestibule. That person would also make sure that unfinished work of photographers and florists is complete. It is important that the cathedral/chapel be quickly and quietly readied for the people who come to the next liturgy.

10. SECURITY - We will arrange for security for the area around the cathedral during the time you and your guests are here the day of your wedding. The cost for this security will come from the fee you paid us. It is very important to be aware of your surroundings while here. Don't leave valuables in plain sight in your vehicle. Vehicles are to be locked at all times.

11. DISMISS GUESTS AND RECEIVING LINE - In an effort to allow sufficient time for formal pictures to be taken here at the cathedral, we do not allow the practice of the bride and groom dismissing their guests row by row. Also, the tradition of a receiving line is to be reserved for the reception when additional time is available to meet and greet your guests.

## SACRED PLACES

In planning your wedding, remember the cathedral and chapel are sacred places of worship. Remind your wedding party not to let nerves get in the way of respect for this holy place. (i.e. voices and volume)

- ❖ The chapel is never to be used as a "photography studio".
- ❖ Please understand that the cathedral and chapel are typically open every day from 7:00 a.m. until 4:45 p.m. Many people come to pray or just to see the place. Therefore, we ask for a quiet and reverential behavior from you, your family and friends.
- ❖ Sound carries exceptionally well from the choir loft so please be attuned to your volume while there.
- ❖ Dress that is considered immodest or sexy is inappropriate in the cathedral.
- ❖ Smoking is permitted outside and away from the doors only.
- ❖ No food or drink is allowed in the cathedral or chapel. *Alcoholic beverages will not be tolerated on the cathedral premises.* However, water may be made available for the wedding party members.

It is the responsibility of the bride, groom and the presiding priest to inform all guests of these policies.

## REHEARSALS

The rehearsal time should be scheduled at the time the wedding is scheduled. The rehearsal is usually scheduled for the evening before the wedding. However, this may not always be possible due to conflicts with other events. You will do a "walk through" of the ceremony so that everyone will be familiar with it. The presiding priest is expected to guide you through this. Because of other rehearsals scheduled the same evening as yours, plan on about an hour for your practice.\* (You and your presider may want to take some time to inform the wedding party about the policies of the cathedral.)

*\*Rehearsal of lectors, servers and Eucharistic ministers should be arranged at a time prior to the wedding.*

## MUSIC - MUSICIANS, PLANNING

Enclosed are the wedding music guidelines published by the Archdiocesan Office of Worship. Andrew Motyka, Cathedral Director of Music and Cathedral Keyboardist, will assist you in the planning of the music for your wedding liturgy and in contacting and coordinating other musicians. A cantor will be necessary to lead the assembly in sung prayer. Mr. Motyka and one of the cathedral cantors will provide the music for your wedding liturgy.

If there is a family member or a friend, who is a musician, he/she may play or sing during the prelude and/or at specific times during the liturgy (e.g. Preparation of Altar and Gifts). This must be approved by and coordinated through Mr. Motyka. Rehearsal time for guest musicians will be provided, but must be planned well in advance of the wedding day. All music played or sung by guest musicians must be submitted to Mr. Motyka for approval at least thirty (30) days before the day of the wedding.

In all cases, the cathedral musicians will provide the service music for the liturgy (e.g. Entrance Antiphon, Responsorial Psalm, etc.). All music planning and coordination will be discussed in a meeting with Mr. Motyka. This meeting should include the bride and groom. Please, contact Mr. Motyka at 317-634-4519, extension 14 at least three months before the date of your wedding to make arrangements for this meeting.

The stipend for Mr. Motyka is included with the fee paid to the cathedral. The stipend for the cantor is arranged with the cantor. This stipend is to be paid at least three (3) weeks before the day of the wedding.

## WORSHIP AIDS

At any wedding liturgy, it is not enough to have a “program” (that is, a list of the participants and an outline of the liturgy). Whatever is handed to the people assembling for the celebration should aid them in their participation—listening, seeing, singing, and responding. This is a part of what is meant by “hospitality”. Mr. Motyka will print a worship aid that may be inserted into the program that you plan to print. This worship aid will be a 5 ½” x 8 ½” booklet and will contain the music and all of the responses that the assembly will need to participate fully in the liturgy.

Following is a list, not exhaustive, of “Do’s” and Don’ts” when planning your printed program.

### **DO:**

- ❖ list the participants (wedding party, people exercising various ministries, etc.)
- ❖ print a basic order of service so that the flow of the liturgy will be recognized
- ❖ print scriptural citations (book, chapter, and verses) for the readings

### **DON'T:**

- ❖ print the texts to the readings. We are called to listen to the Word of God.
- ❖ print the texts to prayers, intercessions, preface, eucharistic prayer, etc. These are for active listening.

## OFFERING

Although the Cathedral of SS. Peter & Paul is the central church for all members of the archdiocese, it is the weekly contributions of its individual parishioners and guests that cover a large portion of the utilities and maintenance expenditures. The parish is very, very small. Therefore, we ask an offering of \$1,800 for use of the Cathedral Church and \$1,300 for the Blessed Sacrament Chapel. This is paid at the time you submit the request form included with this packet. The offering is used in the following way:

- ❖ church upkeep
- ❖ organist stipend
- ❖ security stipend
- ❖ hostess stipend

What is not included in the offering:

- ❖ Honorarium offered to priest/deacon who prepares you for marriage through the Marriage Preparation Process
- ❖ Honorarium offered to priest/deacon who presides at your wedding

The honorarium offered to the priest or deacon presiding at your Nuptial Liturgy is separate from the offering given to the cathedral. The honorarium should be offered prior to the wedding. The amount is left to the discretion of the couple. If the preparation has been conducted by one priest/deacon and the liturgy conducted by a different priest/deacon, then both should receive an offering. Keep in mind that the priest or deacon is meeting with the couple typically four times, attending the rehearsal, preparing a homily and presiding at the liturgy. Another bench mark might be the amount offered to the musician or to the professional wedding coordinator.

Remember that no wedding date is confirmed unless the Rectory Office has received the fee and completed wedding request form. All weddings must be scheduled through the Rectory Office of SS. Peter & Paul Cathedral!

# SS. PETER & PAUL CATHEDRAL

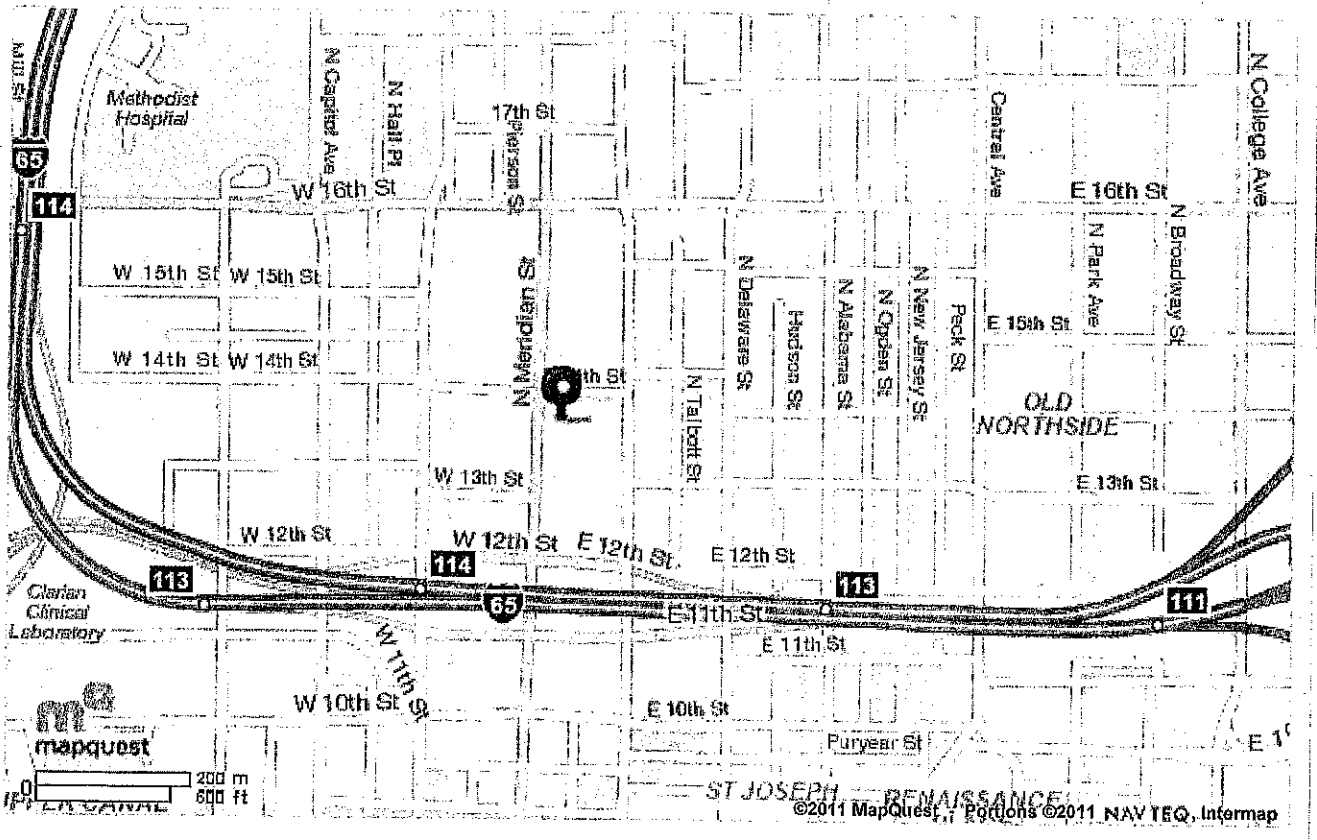
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## Welcome to the Cathedral!

You may park behind the cathedral in the lot facing Pennsylvania Street. There is also parking on the street in the area around the cathedral.

The cathedral is open each weekday from 4:00 p.m. until the conclusion of our 5:15 p.m. daily Mass and confessions which is usually between 6:00 and 6:30 p.m.

Weekend Liturgy is celebrated on Saturday evening at 5:00 p.m. and Sunday morning at 10:30 a.m. Daily Liturgy is scheduled at 8:00 a.m. Monday through Friday.



# SS. PETER & PAUL CATHEDRAL FLOOR PLAN

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DATE: \_\_\_\_\_

WEDDING OF: \_\_\_\_\_

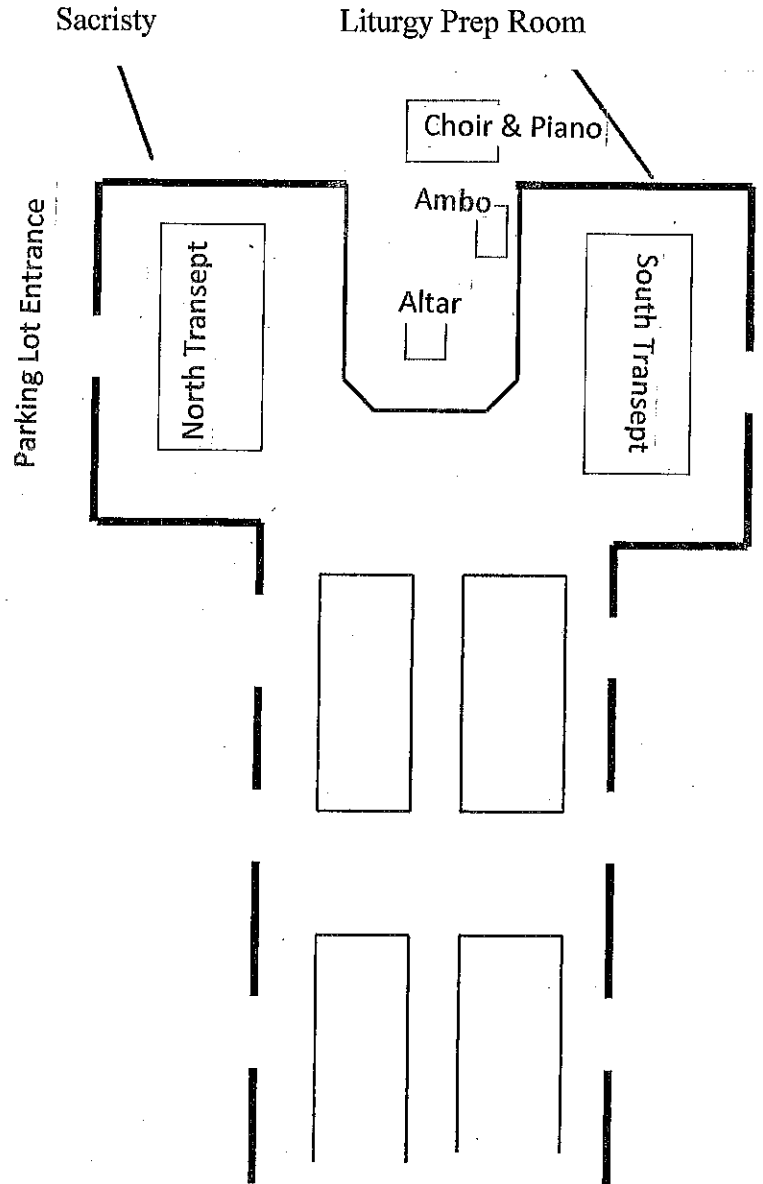
This is the normal set-up that you will use for your wedding in the cathedral (seating 336 in the front section and 264 in the back section).

Arrangement of the bridal party and your entry into the worship space procession is up to you and/or your presider.

The furniture may not be moved. Please see section entitled "Furniture" for guidelines.

If you are not familiar with the cathedral, please come to Sunday Liturgy with us sometime. This will help you become familiar with the space and how wonderful the Liturgy is in it, as well as how your guests will feel. You're sure to agree that the cathedral is a special and holy place.

*Please note: there is a place for musicians to practice and place their instruments in the Liturgy Prep Room.*



## SS. PETER & PAUL CATHEDRAL

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### WORKING WITH YOUR MUSICIAN - PLANNING WEDDING MUSIC

#### WEDDING MUSIC GUIDELINES - OFFICE OF WORSHIP, ARCHDIOCESE OF INDIANAPOLIS

In the document, *Sing to the Lord*, the U.S. Bishop's Committee on the Liturgy recommends that the music used in all types of worship be evaluated on three levels: musically, liturgically and pastorally. First of all, is the music technically, aesthetically and expressively good? - a judgment that should be made by "competent musicians." Secondly, does the music respect the nature of the liturgy itself with the participants assuming different roles in the various levels of communal prayer? Finally, does the music help the particular people involved to express their faith in their particular place, age and culture?

As an aide in applying these principles to the wedding service, it is helpful to consider the music under three categories: liturgical songs, supplementary songs and instrumental music. [Items marked with an asterisk (\*) apply only when the Eucharist is celebrated.]

#### LITURGICAL SONGS

These include those sung parts of the worship in which all present should ideally take part. With a good organist and competent cantor, there are many realistic possibilities for assembly participation.

There are also many hymns that are becoming common to most Christian denominations. These can be especially useful for celebrations at which many non-Catholic Christians are present.

The *Entrance Antiphon\** / *Entrance Hymn* (required for all weddings in the cathedral) is important in creating an atmosphere for celebration and in helping people to become conscious of themselves as a worshipping community. Given the arrangement at most weddings, it might be best to accompany the actual processing with instrumental music and then begin the song itself when all have arrived at their places. At weddings outside of Mass, this will take the form of a hymn sung after the entrance procession is completed. At wedding Masses, this will simply take the form of an antiphon sung by the cantor instead of a full hymn.

The *Responsorial Psalm* is sung with the leadership of a cantor and the congregation normally singing a refrain.

The *Gospel Acclamation*, which prepares the congregation to hear the Word of God proclaimed in the Gospel reading, is one of the most important "acclamations" for the assembly. It requires little or no assembly practice. After the cantor or choir sings the acclamation, the assembly repeats it. Then a verse is sung by the cantor and all repeat the acclamation a second time.

The *Eucharistic Prayer Acclamations\** (Holy, Memorial, Great Amen) are important assembly parts of this great prayer of praise and thanksgiving. The acclamations can also be sung first by the cantor or choir and then repeated by all.

The *Lamb of God\** is sung during the fraction rite when the consecrated bread and wine are prepared for our reception.

A *Communion Processional Song\**, used during the distribution of communion is a sign that expresses the oneness of the entire assembly in the Eucharistic Lord. A short, easy refrain is best for the congregation with the cantor or choir singing the verses.

## **SUPPLEMENTARY SONGS**

This category includes songs for which there are neither specified texts nor any requirement that there should be a spoken or sung text (for example, during the preparation of the altar and gifts\*, after the congregational communion\*, during the recessional). At these times, a choir or a soloist may play a fuller role for there is no question of usurping the parts that belong to the whole assembly.

However, it should be noted that these songs should emphasize and enhance that part of the ceremony where they occur and not simply be "show pieces." They should help the community participate in the liturgical action and prayer that is taking place. The music should be suitable for use in a religious, liturgical service whose primary concern is the worship of God, which achieves the sanctification of God's people. The text of the songs should be drawn chiefly from Sacred Scripture and other liturgical sources and should express a Christian concept of love, since the liturgy of marriage celebrates not only the love between two persons, but also their relationship to God, who is Love.



## **INSTRUMENTAL MUSIC**

Instrumental music performed on the organ or other instruments can provide suitable accompaniment during certain parts of the service including the processional and the recessional, as well as during the preparation of the gifts\* and before or after the communion song.\* In most cases, pieces written specifically for the instrument to be used will sound the best. However, if instrumental transcriptions of vocal pieces are used, the criteria for choosing supplementary songs should be applied.

## **USING POPULAR MUSIC**

The use of popular love songs at wedding presents some difficult questions. It is quite understandable that many couples should think of using these "special" songs in their weddings, and just because a particular piece happens to be "popular" does not automatically make it unsuitable for use as a supplementary song at the cathedral before, during, or after the wedding liturgy. For a song to be considered appropriate for use at SS. Peter & Paul Cathedral, its text must be specific in verbalizing the centrality of Jesus, of God the Creator, and/or of the Holy Spirit in our lives, or in the lives of the saints. It is not enough to assume that the love of a man and a woman spoken of in a song's text has any connotation other than that of human love, even though some might believe that the love of God is implied. In the setting of this Cathedral, the love of God for us, and our reliance on it, must be stated so that we are not forced to rely on assumptions and implications.

Popular songs are almost always appropriate for use at the time of the rehearsal dinner or during the reception held at a site away from the cathedral following the liturgy.

**\*\*The Director of Music at SS. Peter & Paul Cathedral has been given the responsibility for making the final decision on the appropriateness of all music used at the cathedral.**

## **PRE-RECORDED MUSIC**

This music includes songs with vocal and accompaniment tracks, as well as instrumental accompaniments, which presuppose a "live" singer to supply the vocal line. While these vocal and instrumental arrangements may be prayerful and pleasing in their musical and textual expression, they tend to diminish the importance, which we as Catholic Christians place on "living" faith - the faith and worship we, as participants, express to God and to each other during this special event.

Therefore, while "live" vocals and accompaniments may seem simpler in design, they are our gifts of self, created and given for that very moment. As a sign of the faith we profess, only "live" music is acceptable.

## **SS. PETER & PAUL CATHEDRAL**

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### MUSICIANS FOR CATHEDRAL WEDDINGS

**Organists/Pianists:** Andrew Motyka 317.634.4519, ext. 14  
(Cathedral Music Director)

**Cathedral Cantors:** Shea Dell, 317.432.7048  
[shea\\_dell@hotmail.com](mailto:shea_dell@hotmail.com)

Joe Vitale, 317.637.6144 (home)  
317.845.9654, ext.3 (work)  
(no email)

Ann Lewis, 317.755.2693  
[annlewis@joesystems.com](mailto:annlewis@joesystems.com)

Jeanne Chandler, 317.927.7212  
[jchandler@journeyeng.com](mailto:jchandler@journeyeng.com)

**Trumpet:** Michele Howard, [Robeson123@gmail.com](mailto:Robeson123@gmail.com)

**Violinist:** Jonathan Dowell 317.626.2063

Any other musicians you wish to use at your wedding must be approved by Andrew Motyka, Music Director for the Archdiocese and Cathedral Parish. You may contact him at 317.634.4519, ext. 14.

**The bride and groom must contact these musicians themselves.** The musician's stipend is arranged with each of the musicians/cantors.

## SS. PETER & PAUL CATHEDRAL

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### WORKING WITH YOUR FLORIST

The cathedral interior is elegant in its simplicity. Therefore, it is well suited for weddings just as it is. Or, it can be a creative florist's dream. The following are a few guidelines concerning floral arrangements within the cathedral:

1. The space is much larger than most people think. Too few, too low or too small of an arrangement will be lost. For this reason, please be sure that the floral designer examines the space in person. Large plants, arrangements in intense color, and trees do well in this space.
2. The cathedral has its own plants. These are always there for you to use as they are. However, they must stay where they are placed.
3. Floral arrangement must not obstruct the view of the assembly. They must always be able to see the altar, the lector and the presider even when he is seated.
4. The furnishing in the sanctuary may not be moved. If more seating is needed for additional guests, please notify the hostess. The chairs may not be moved or rearranged by anyone other than the cathedral staff. Chairs will not be added just to form an aisle. Chairs will not be taken away to widen the aisle.  
The altar, ambo, floor standing candles and the archbishop's chair may not be moved or have any decorations attached. A table is provided for unity or "wedding" candles. Inform your hostess if you need a guestbook stand or kneelers.
5. Delivery of plants and flowers must be scheduled with the cathedral staff hostess. Pick-up must be immediately after the ceremony. If this is not possible, please inform the hostess who will direct you to a location where the flowers can be stored until the florist is able to pick them up.
6. Remind the florist that all designs must contribute to the sacred character of the Sacrament of Marriage. Do not ask them to arrange commercial decorations such as blinking Christmas trees or garden trellises.
7. Aisle runners. Because of the type of floor located within the cathedral (Terrazzo) and because aisle runners squirm and slip underfoot on such floors, **aisle runners are not allowed.**
8. Bows or flowers on the seating must be tied to the chairs. In no way may a row of chairs be cordoned off at either end.
9. Tacks, nails and other tapes may not be used anywhere in the building.
10. Flower girls may carry a bouquet or flower ball but may not carry or drop loose flower petals.

Please take this form with you when planning arrangements with your florist.

Concerning the wedding of:

Dear Florist,

The cathedral interior is elegant in its simplicity. Therefore, it is well suited for weddings just as it is. Or, it can be a creative florist's dream. The following are a few guidelines concerning floral arrangements within the cathedral:

1. The space is much larger than most people think. Too few, too low or too small of an arrangement will be lost. For this reason, please be sure that the floral designer examines the space in person. Large plants, arrangements in intense color, and trees do well in this space.
2. The cathedral has its own plants. These are always there for you to use as they are. However, they must stay where they are placed.
3. Floral arrangement must not obstruct the view of the assembly. They must always be able to see the altar, the lector and the presider even when he is seated.
4. The furnishing in the sanctuary may not be moved. Enclosed, you will find a floor plan of the furniture arrangement. Normal set-up in the cathedral will look like this. Seating in the front section will hold 288 people. The back section will hold 286 people. If more seating is needed for additional guests, please notify the hostess. The chairs may not be moved or rearranged by anyone other than the cathedral staff. Chairs will not be added just to form an aisle. Chairs will not be taken away to widen the aisle.  
The altar, ambo, floor standing candles and the archbishop's chair may not be moved or have any decorations attached. A table is provided for unity or "wedding" candles. Inform your hostess if you need a guestbook stand or kneelers.
5. Delivery of plants and flowers must be scheduled with the cathedral staff hostess. Pick-up must be immediately after the ceremony. If this is not possible, please inform the hostess who will direct you to a location where the flowers can be stored until you will be able to pick them up.
6. All designs must contribute to the sacred character of the Sacrament of Marriage. Please do not arrange commercial decorations such as blinking Christmas trees or garden trellises.
7. Aisle runners. Because of the type of floor located within the cathedral (Terrazzo) and because aisle runners squirm and slip underfoot on such floors, **aisle runners are not allowed.**
8. Bows or flowers on the seating must be tied to the chairs. In no way may a row of chairs be cordoned off at either end.
9. Tacks, nails and other tapes may not be used anywhere in the building.
10. Flower girls may carry a bouquet or flower ball but may not carry or drop loose flower petals.

For more information, please contact:

+ (Hostess)

Cathedral Executive Assistant/Events Coordinator at 317. 634.4519

## SS. PETER & PAUL CATHEDRAL

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### WORKING WITH YOUR PHOTOGRAPHER / VIDEOGRAPHER

1. Just by way of suggestion, having your photographs taken before the ceremony seems to be the most efficient and hospitable way to deal with time constraints. Guests are frequently pleased with this arrangement since they do not have to wait for you at the reception. Of course, this will all depend upon your schedule and other events scheduled in the cathedral that day.
2. Photographers must be approved by the Cathedral Executive Assistant/Events Coordinator.
3. Tell your photographer the following:
  - (a) He or she is expected to remain relatively stationary during the ceremony.
  - (b) Photography is not to take away or distract from the marriage ceremony. Good sense is a must. The liturgy of the Eucharist and the Marriage Sacrament cannot be belittled for the sake of a photograph.
  - (c) There is to be **no flash** photography after the procession; flash may be used during the recessional.
  - (d) There is to be no photographic paraphernalia on or near the sanctuary (altar peninsula) during the ceremony.
  - (e) Because the Cathedral is a sacred place for prayer - even at times when it is not being used for the ritual - the photographer cannot use it as a studio. *Please limit the number of photos to be taken there.*
  - (f) Chapel: Because the Blessed Sacrament Chapel is, as the name suggests, a special place for prayer in the presence of the reserved Eucharist, the chapel is not to be used as a photographic studio. For weddings that take place in the chapel, a minimum number of photographs may be taken. Remember: the chapel must be cleared by 4:00 p.m. on Saturdays. Please do not ask for an exception.
  - (g) Furniture: Absolutely no furniture may be moved in order to get "a better picture".
4. Video taping is best when it is shot from the first alcove on either side or from a floor position under the theatrical tree lights. Some videographers have used the choir loft in the past. Everything that is expected of the photographers (see #3 above) applies to the videographer as well. Finally, all video equipment must be stationary, no moving around the aisles.

Please distribute this form to your photographer while planning arrangements.

Concerning the wedding of:

Dear Photographer/Videographer,

The following are a list of guidelines and policies for weddings in the cathedral. Please take a moment to familiarize yourself with them before you begin planning your role within the wedding.

1. Just by way of suggestion, having couple's photographs taken before the ceremony seems to be the most efficient and hospitable way to deal with time constraints. Guests are frequently pleased with this arrangement since they do not have to wait long at the reception. Of course, this will all depend upon your schedule and other events scheduled in the cathedral that day.
2. Photographers must be approved by the Cathedral Executive Assistant/Events Coordinator or your host/hostess.
3. Please be advised of the following:
  - (a) You are expected to remain relatively stationary during the ceremony.
  - (b) Photography is not to take away or distract from the marriage ceremony. Good sense is a must. The liturgy of the Eucharist and the Marriage Sacrament cannot be belittled for the sake of a photograph.
  - (c) There is to be **no flash** photography after the procession; flash may be used during the recessional.
  - (d) There is to be no photographic paraphernalia on or near the sanctuary (altar peninsula) during the ceremony.
  - (e) Because the Cathedral is a sacred place for prayer - even at times when it is not being used for the ritual - please do not use it as a studio. *Please limit the number of photos to be taken there.*
  - (f) Chapel: Because the Blessed Sacrament Chapel is, as the name suggests, a special place for prayer in the presence of the reserved Eucharist, the chapel is not to be used as a photographic studio. For weddings that take place in the chapel, a minimum number of photographs may be taken. Remember: the chapel must be cleared by 4:00 p.m. on Saturdays. Please do not ask for an exception.
  - (g) Furniture: Absolutely no furniture may be moved in order to get "a better picture".
4. Videotaping is best when it is shot from the first alcove on either side or from a floor position under the theatrical tree lights. Some videographers have used the choir loft in the past. Everything that is expected of the photographers (see #3 above) applies to the videographer as well. Finally, all video equipment must be stationary, no moving around the aisles.

For more information, please contact:

+ (Hostess)

Cathedral Executive Assistant/Events Coordinator at 317.634.4519

# REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE IN MARION COUNTY



## IDENTIFICATION

Applicants under the age of 18 must have an original certified copy of their birth certificate. Applicants age 18 or older must show one of the following forms of identification at the time of application:

- Valid Driver's License
- Current State Identification Card
- Military Identification
- Passport
- Consular Card
- Original Certified Birth Certificate (professionally translated if not in English)



## NO LEGAL WAITING PERIOD

Marriage licenses can be issued on the same day of application. There is no legal waiting period to obtain your marriage license and no witnesses are required.

Both applicants must appear at the Clerk's Office in person to complete the application. However, they may come at different times. If necessary requirements are not met, the application may be held for no longer than 60 days, after which time it will be voided.

Once issued, a marriage license is valid for 60 days during which time the marriage must be performed.



## BLOOD TEST

Marion County does not require the prospective bride or groom to provide a blood test.



## APPLICATION FEES

At the time of initial application, the fee is \$18 if at least one applicant is a resident of Marion County. You must provide proof of residency and current address. A list of acceptable documents are listed on the back of this brochure.

If both applicants reside out of state and plan to marry in Marion County, the fee is \$60. If both applicants live in Indiana but do not reside in Marion County, you must apply for a marriage license in your home county even if you plan to marry in Indianapolis.

The application fee does not include a copy of your marriage record or marriage license application. Copy requests can be made by following the steps below (see certified copies).

**Cash or credit/debit cards only please;** personal checks or money orders are not accepted. There is a nominal processing fee when using credit and debit cards.



## PREVIOUS MARRIAGE

If either applicant has been married previously, the license application requires information on the month, year and manner (e.g., divorce, death, annulment) in which the marriage ended. If the last marriage ended within the last 60 days, you must show proof (e.g. death certificate or decree).

## AGE REQUIREMENTS

Applicants under the age of 18 must have parental consent. Additionally, applicants ages 15 and 16 must have a court order. Call 317.327.4720 for complete requirements.



## CERTIFIED COPIES

Certified copies of your marriage license or application are not included in the application fee and must be purchased separately.

For a certified copy of a marriage record or license application obtained in Marion County, send a letter including the groom's name, the bride's maiden name, the date of marriage, a \$2 check or money order per copy requested and a self-addressed stamped envelope to:

Marion County Clerk's Office  
ATTN: Marriage License Division  
200 E. Washington St., W 122  
Indianapolis, Indiana 46204

Copies may also be obtained in our office. Order forms are available online at [www.indy.gov/clerk](http://www.indy.gov/clerk).

**For More Information**

**Call 317.327.4720**

**Visit [courts.in.gov/marriage](http://courts.in.gov/marriage)**